

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> U.S. Embassy Ashgabat	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> A56205
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    Yes    **X** No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) \_\_\_\_\_ to confirm accuracy before advertisement

**5. CLASSIFICATION ACTION**

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority IHRM	Local Guard Force (LGF) Clerk, FSN - 701	6	CEW	06/08/2011
b. Other				
c. Proposed by Initiating Office				

**6. POST TITLE POSITION (if different from official title)**

**7. NAME OF EMPLOYEE**

**8. OFFICE/SECTION**

Regional Security Office

a. First Subdivision

Local Guard Force

b. Second Subdivision

c. Third Subdivision

**9. This is a complete and accurate description of the duties and responsibilities of my position.**

**10. This is a complete and accurate description of the duties and responsibilities of this position.**

\_\_\_\_\_  
Typed Name and Signature of Employee      Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Supervisor      Date(mm-dd-yy)

**11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.**

**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

\_\_\_\_\_  
Typed Name and Signature of Section Chief or Agency Head      09/02/2014  
Date(mm-dd-yy)

\_\_\_\_\_  
Typed Name and Signature of Admin or Human Resources Officer      09/02/2014  
Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

See Attached

**14. MAJOR DUTIES AND RESPONSIBILITIES**

See Attached

**% OF TIME**

### **13. BASIC FUNCTION OF POSITION**

Serves as the assistant to the Local Guard Force Supervisor and the ARSO and/or RSO. Manages a number of programs with oversight and advice from the ARSO and/or RSO and supervision from the Local Guard Force Supervisor. The incumbent is responsible for a number of day-to-day administrative, clerical and logistical duties associated with the Local Guard Force and U.S. Mission Security Program. Safeguards and ensures the smooth operations those elements of the Local Guard Force (LGF) and Security Program for which he is responsible.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **35% - Documentation and LGF Schedule Management and Creation**

Translates, edits, drafts and files documents as needed and as assigned by the LGF Supervisor and the ARSO and/or RSO. Edits and translates various LGF/Security documentation to include incident reports, diplomatic notes and work performance evaluations as assigned. Assists in the translation of guard orders and other documents as needed.

#### **15% - Residential Security Program and Related Maintenance**

Works with the LGF Mobile Patrol team to identify existing problems, deficiencies and maintenance issues in the Mission's residential security program. Turns in work orders to the General Services Officer (GSO) based on Mobile Patrol reports and his own findings and subsequently tracks them through to resolution through use of the Residential Security Maintenance Database. Submits weekly written reports detailing operation of the Residential Security and Maintenance program.

#### **15% - U.S. Mission Residential Visitor/Worker Access Program**

Maintains and manages the Security Office's Residential Visitor/Worker Access Program. Manages all facets of the program to include the related database and ensures that information maintained by residential guard posts is current.

#### **10% - GEMS System Analyst and Manager**

Manages the Guard Electronic Monitoring System (GEMS) on a daily basis. Responsible for the analysis and operation of the GEMS in coordination with the LGF Mobile Patrol team and under the guidance of the LGF Supervisor. Analyzes guard tours, identifies discrepancies and areas for improvement and reports his findings to the LGF Supervisor and the ARSO and/or RSO as appropriate. Submits weekly written reports detailing the operation of the GEMS program.

#### **10% - Law Enforcement Liaison and Interpretation**

Assists ARSO and/or RSO and LGF Supervisor in the establishment and maintenance of law enforcement and security contacts. Maintains liaison with the Security Office's host country and other security counterparts. Provides interpretation and translation skills as needed. Serves as interpreter for Security Office as needed. Fluency in Russian, Turkmen and English is essential

#### **10% - Timekeeper for LGF and SD**

Maintains timekeeping records and prepares biweekly time and attendance reports for LGF and SD LE Staff using WinTA software. Submits original records to the Embassy Main Timekeeper on timely manner.

#### **5% - Other Duties**

Performs other duties as assigned by the LGF Supervisor and ARSO and/or RSO

## 15. REQUIRED QUALIFICATIONS

- a) Education:** Secondary schooling is required.
- b) Prior Work Experience:** Two to three years of full-time administrative work experience which equips the incumbent with the skills necessary to fulfill work requirements at a satisfactory level of competence.
- c) Post Entry Training:** On-the-job training is provided. Time and Attendance course upon availability of funds.
- d) Language Proficiency:** Level IV (fluent) English and Russian, Level III (working knowledge) Turkmen.
- e) Knowledge:** Must develop a thorough knowledge of post security procedures and practices, host government law enforcement procedures and structure, and the local area where the Mission and its facilities are located. Must have working knowledge of the degree of guard services required, as well as the function and organization of a USG diplomatic post, in order to maintain effective coordination between Embassy security and various elements within the Mission.
- f) Skills and Abilities:** Must be able to effectively and efficiently manage his/her duties in their entirety. Ability to deal professionally with all persons, including contractors, US staff, and superiors is essential. Typing skills and familiarity with computers and relevant programs are essential.

## 16. POSITION ELEMENTS

- a) Supervision Received:** Reports directly to the LGF Supervisor with oversight from the ARSO and/or RSO.
- b) Available Guidelines:** Initial on the job training, operating procedures and periodic updates of information necessary for performance of duties.
- c) Exercise of Judgment:** Must be able to independently handle a full range of emergency situations, to determine the appropriate response to each situation and to assess when higher-level attention (i.e. RSO, police, fire department) is necessary. Integrity is absolutely essential.
- d) Authority to Make Commitments:** Has no authority to commit USG funds. May recommend expenditures for guard supplies and equipment.
- e) Nature, Level and Purpose of Contacts:** Contacts are with LGF members and other elements of the Security Office and Embassy staff, visitors to the Embassy, members of the public and law enforcement officials. Should be familiar with emergency contact procedures. Maintains direct contacts with working level counterparts.
- f) Supervision Exercised:** Assists the LGF Supervisor in the indirect supervision of a number of LGF program elements.
- g) Time Required to Perform Full Range of Duties:** Six months to one year.